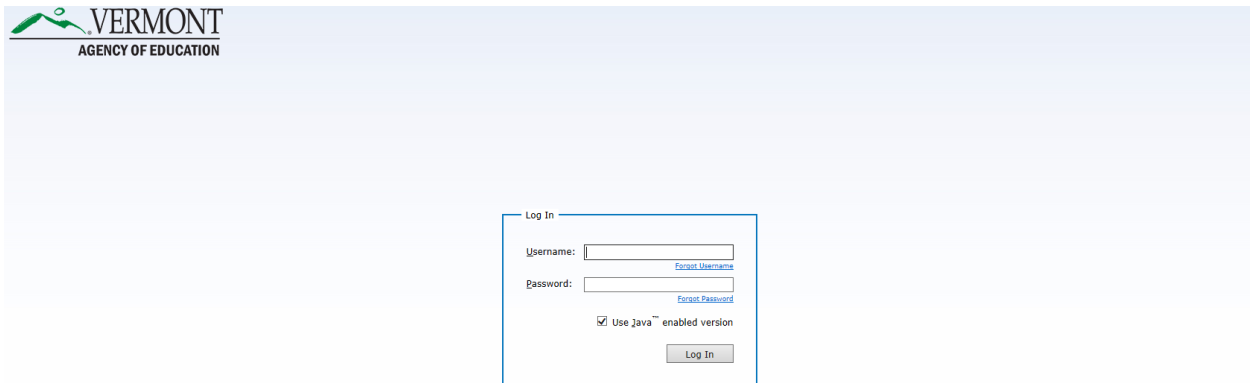
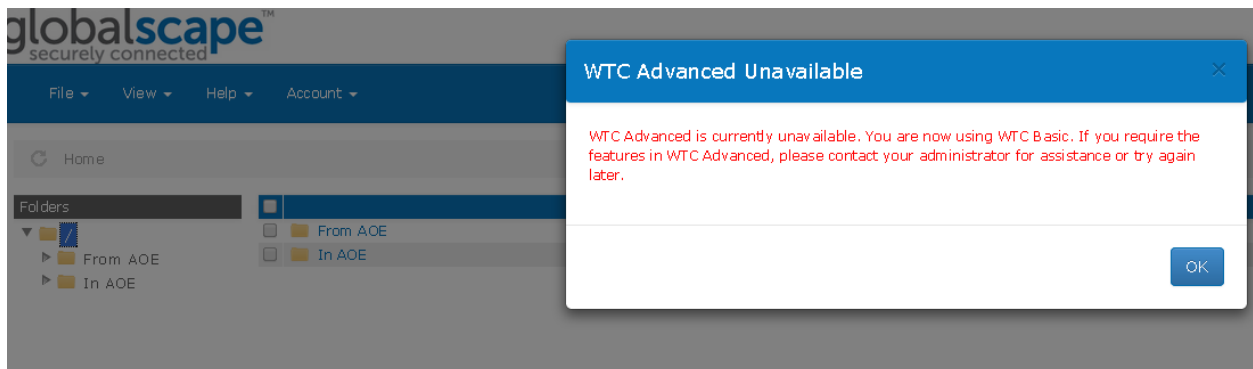


To Download

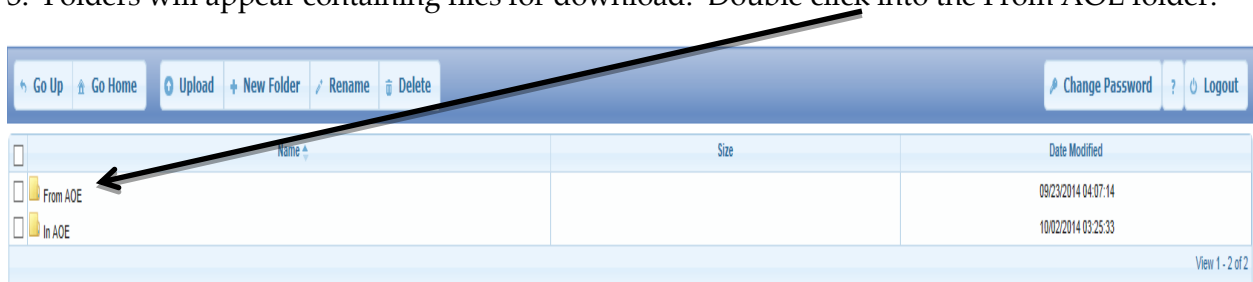
1. Go to: <https://secure.education.state.vt.us>
2. Enter your username and password.



The image shows the login page for the Vermont Agency of Education. At the top left is the logo with the text "VERMONT AGENCY OF EDUCATION". In the center is a "Log In" box containing a "Username:" field with a "Forgot Username" link, a "Password:" field with a "Forgot Password" link, a checked checkbox for "Use Java™ enabled version", and a "Log In" button.



3. Folders will appear containing files for download. Double click into the From AOE folder.



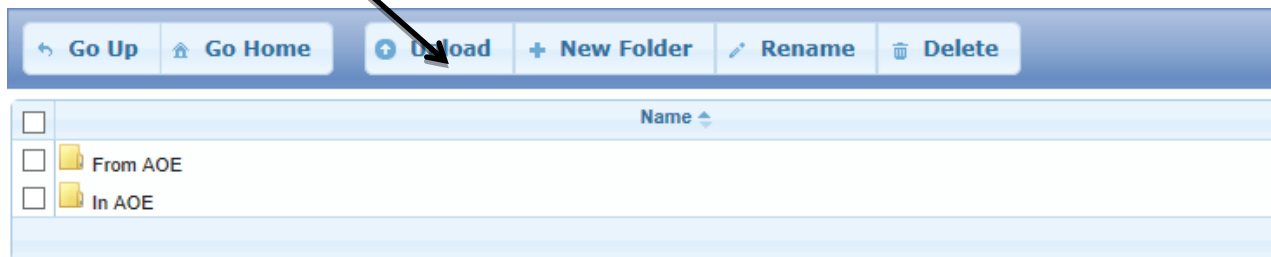
4. Select your file for download and double click to download your file. At the bottom of the screen, it may prompt you to “Run” or “Save” the program either option is fine but “Run” is preferable.



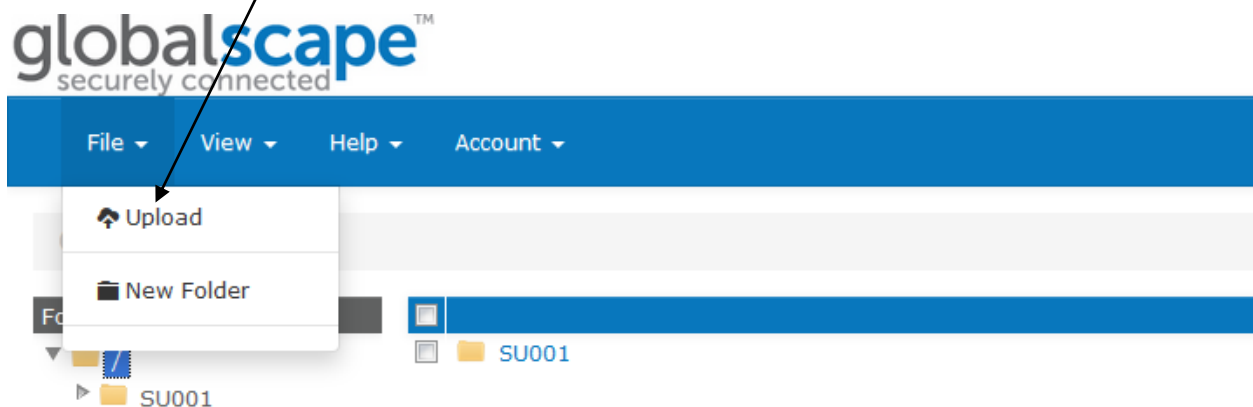
5. You will be prompted to unzip your database.

To Upload

1. Go to: <https://secure.education.vt.us/>
2. Enter your username and password.
3. Select the upload button.

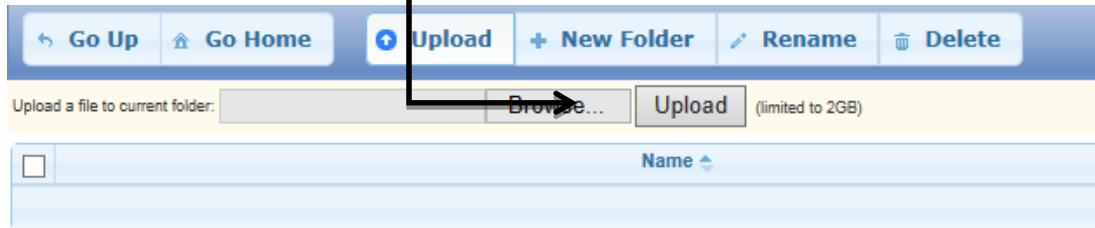


Or click on File then Upload.

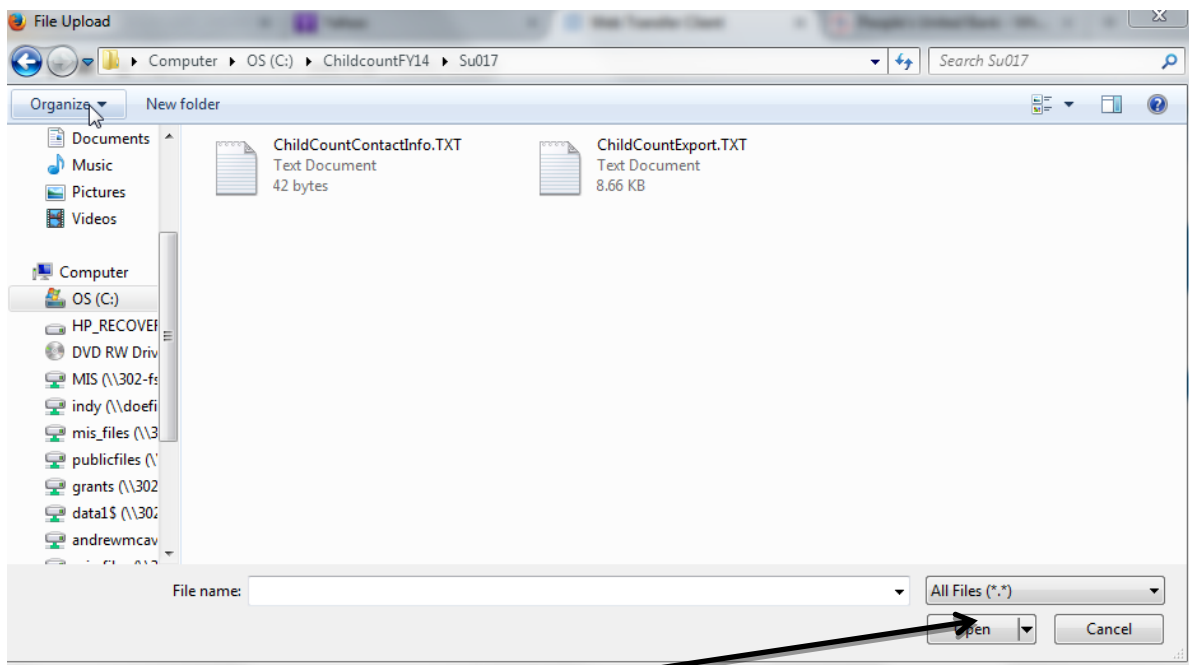


4. Double click into the To AOE folder.

5. Click browse



6. Select your file. Please note you will have to upload each file individually.



7. Select your file and click "Open". Click "Upload" and repeat for the remaining files.

